

Exhibit O**Food Services Requirements**

This exhibit describes the requirement to provide food services for life support for the Embassy Security Force (ESF) at Camp Sullivan.

1. SCOPE OF WORK The Contractor shall be required to provide food services as part of providing life support for the ESF on the Camp Sullivan Compound. This may include the following meals: Breakfast, lunch, dinner, midnight meal, and carry-out meals.

2. FOOD SERVICE FACILITIES The food service facilities consist of a kitchen and dining hall and are located on the Camp Sullivan compound.

3. GOVERNMENT FURNISHED EQUIPMENT AND PROPERTY The equipment provided by the Government will be limited to existing equipment currently installed at Camp Sullivan. Please see Exhibit E for a list of Government furnished equipment. **The Contractor is responsible for the maintenance, repair, and replacement of this equipment.**

3.1 Inventory and Equipment Replacement Program The COR and Contractor shall conduct these physical inventories quarterly during the contract, and at the completion or termination of the contract, as directed by the COR. Unless approved in advance by the Contracting Officer, personnel other than those who maintain the property records, or who have custody of the property shall conduct the inventory. The Contractor shall maintain current equipment replacement records for the dining facility and indicate changes on the required inventory records. Replacement of Government-furnished equipment will be in writing and will be issued under the "Government Property" clause of FAR Part 45.

3.2 Damages. Damages to the facilities or equipment resulting from Contractor abuse or neglect shall be the responsibility of the Contractor to repair or replace without reimbursement. The COR shall determine whether damages are a result of abuse or neglect. Normal wear and tear of the facilities and equipment is expected, and is not the responsibility of the Contractor.

3.3 Control and Security The Contractor shall implement key control and security procedures to prevent the loss of property.

3.4 Equipment Maintenance, Repair, and Replacement - The Contractor shall be responsible for maintenance, repair, and replacement of all equipment necessary to operate the dining facility in an efficient and orderly manner. However, the Contractor will be reimbursed for the replacement of equipment as stated in Section B:2.12.

4. CONTRACTOR FURNISHED EQUIPMENT

4.1 Equipment, Property, Material and Supplies The Contractor shall provide all necessary consumable supplies required to sustain food service operations throughout the term of this contract. Examples of consumable supplies include: food, condiments, cleaning supplies, anti-bacterial soap, dish soap, plastic eating utensils, paper products, food containers, beverage cups, pots, pans, paper bags, napkins, disposable plates and dining utensils, and any other materials and supplies necessary to provide this service. **The Contractor is reminded this list is not comprehensive.** Additionally, the Contractor shall purchase trays, as necessary, to ensure

an adequate supply of trays remains available to serve all meals with a reasonable reserve number of trays.

5. SANITATION REQUIREMENT

Each employee, visitor, guard, etc., shall be provided an alcohol wipe or hand sanitizer before entering the dining facility to maintain an environment free of disease.

6. RESPONSIBILITIES OF THE CONTRACTOR

6.1 Personnel The Contractor shall employ sufficient personnel to allow for reasonable work hours each day and one day off per week, and employ a qualified work force capable of providing high-quality services under this Contract.

6.2 Supervision The Contractor shall employ sufficient personnel responsible for the supervision and management of the Contractor's workforce.

6.3 Other Personnel The Contractor shall provide trained food-service personnel with a Level 1 language capability.

7. SPECIFIC REQUIREMENTS

7.1 Description At Camp Sullivan, Food Services shall be provided for all ESF staff. In addition, the Contractor may choose to provide meals for employee/subcontractor personnel providing services under the Site Support Services. Currently approximately 1,650 meals are served daily for the ESF. Camp Sullivan will be operated to include breakfast, lunch, dinner and midnight meals. The Contractor shall provide International as well as local style cuisine seven (7) days per week. Contractor shall determine estimated types of meals and the distribution during the various shifts.

It is the responsibility of the Contractor to ensure sufficient quantities of food and drinks are available to satisfy all persons and staff. The contractor shall plan for and allow customers to have additional portions, "seconds".

All dining facility meals shall meet performance standards including, but not limited to quality, quantity, and nutritional standards. Management and Staffing shall be required to comply with hygiene and cleanliness standards and have the experience and capability to perform.

7.2 Performance Measures The Contractor shall comply with the requirements specified in the Standard Operating Procedure (SOP) for Food Services. See Attachment 1 (One) to this exhibit..

7.3 Hours Of Operation The dining facility shall be open 7 days per week. The Contractor shall determine the hours of operation and provide this information to the COR.

In addition to routine service, the Contractor may be asked by employees of Camp Sullivan to cater evening meals, weekend events, luncheons, and special events. All events must be approved by the COR. In general, food products ordered for use in the cafeteria should not be used for such catering.

7.4 Menu Selection The Contractor is expected to adhere to the following menu profile. If demand does not support this suggested profile, the Contractor may adjust menu offerings with the written permission of the COR.

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Service shall be cafeteria-style and shall include both self-service stations and stations served by Contractor staff.

The Contractor shall prepare menus that provide nutritionally balanced, appetizing and healthy meals to include non-alcoholic beverages at the prices specified in the Contractor's proposal for the duration of this contract. The Contractor shall utilize a qualified Nutritionist to plan menus.

The Contractor shall plan meals in 21-day menu cycles. All menus shall incorporate seasonal product availability. The Contractor shall provide in advance to the COR a proposed menu for approval on Thursday for start-up on Sunday. Each meal shall include various selections of the following:

Fresh fruit

Main course - meat, poultry, fish

Starch - rice, potato, and/or pasta

Vegetable - fresh, canned, frozen

Dessert - cake, cookies, puddings, pies

Arabic and International style bread and/or rolls

A variety of non-alcoholic beverages appropriate for each meal

- Notes:
- (a) Midnight meal should be a limited menu.
 - (b) Contractor should consider multiple cultural backgrounds (e.g. Peruvian, Chilean, Nepalese, American, Canadian)

7.5 Other Food And Beverage Requirements

7.5.1 Carry-out Meals. Carry-out meals may be a requirement of the ESF management staff. As such, the contractor shall consider what is required in order to meet this requirement. It may include but shall not be limited to providing disposable 3-sectional Styrofoam boxes to be used to package the meals in as well as a beverage, utensils, condiments, alcohol wipe or hand sanitizer, and napkin. These meals shall comply with the individual cuisine requirements and provide a nutritious, appetizing and varied diet. The Contractor is reminded that the times and numbers are subject to change with no additional charge to the government and therefore if this is a requirement of the ESF management, the price of this requirement shall be included in the overall cost to provide food service.

7.5.2 Special Menus. Although rarely required, special dietary meals shall be provided upon written request from the COR, and shall include, but are not limited to, the following: Vegetarian diets; Low-calorie diets; Diabetic diets; High blood pressure diets; and any other diets as required.

7.5.3 Potable Water. Bottled water shall be made available, as well as water cooler dispensers shall be located throughout Camp Sullivan. The coolers shall be serviced and replenished to ensure continuous availability.

7.5.4 Food Sources. The purchase of local (Afghan) meat, grains, and non-peel able produce is strictly prohibited under this Contract. The Contractor may, however, purchase fruits and

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vegetables that can be peeled, such as watermelon and oranges. The Contractor should advise with each weekly menu where the fruits and vegetables are procured.

The Contractor may procure food, beverages, and operating supplies for the food service operation described herein from Jordan, United Arab Emirates (UAE), Turkey, Europe, and the United States. All meats, meat products, poultry, poultry products, and fish must be the highest quality. Beef, lamb, and veal shall be USDA Grade Choice or better. Pork shall be US No. 1 or US No. 2 or its equivalent. Fresh fish and seafood shall be top grade. Frozen fish and seafood must be a national distributed brand. These items shall be refrigerated or frozen at the appropriate temperatures during transportation and storage.

The Contractor shall use distilled, filtered, purified, or bottled water for food preparation.

7.6 FOOD SAFETY AND SANITATION. The Contractor shall employ sufficient personnel to maintain sanitary conditions. The Contractor shall also provide all supplies, materials, equipment, and supervision necessary to maintain the food service facilities, consisting of the kitchen and dining hall, under clean and sanitary conditions at all times.

The Contractor shall meet the highest standards of sanitation and food safety. All equipment, appliances, attachments and preparation areas shall be cleaned and sanitized before and after each use. In addition, cleaning supplies are to be stored away from food preparation areas. Fruits, vegetables and eggs shall be cleaned and sanitized before processing. The sinks must be stocked with proper sanitizer at all times. All food shall be stored to preclude cross contamination. Moreover, thawed meats/poultry shall be cooked immediately after thawing.

For the safe handling and storage of meat, poultry, and egg products, the Contractor shall comply with USDA Hazard Control Analysis and Critical Control Point (HACCP) standards.

Failure to keep any of the facilities in a clean condition satisfactory to the COR may result in the COR having the food service facilities cleaned by another means and charging the cost to the Contractor. Food handling personnel shall not clean restrooms.

7.7 QUALITY ASSURANCE. The Contractor shall institute an appropriate Quality Assurance Plan including log sheets and checklists of duties to be carried out, ensuring the supervisory staff and senior employees carry out these duties, and carrying out weekly inspections to determine whether the various services are being performed according to the contract requirements. Copies of the weekly inspection reports shall be provided to the COR.

7.8 SPECIAL EVENTS On occasion, the COR may task the Contractor, with advance written notice, to provide additional meal sittings or catering services for special events. The written notice shall include the full price for the particular event. The Contractor shall support such services upon request. Billing for special services shall be a separate line item on the monthly invoice. The Contractor shall include in its next regular invoice details of the special event. The Contractor shall also include a copy of the COR's written confirmation to provide such services.

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8. MAINTENANCE AND OPERATION SERVICES

8.1 General Equipment Maintenance The contractor shall develop a maintenance plan for the Government-Furnished Equipment as well as for the Contractor-Furnished Equipment. This plan shall address routine and preventative maintenance of installed equipments. If damage or situations requiring major or specialized remedial services occur, the Contractor shall follow FAR Part 45 (See Section 3.2 of this exhibit.) as it applies to Government Furnished Equipment.

8.2 Refuse/Trash Disposal

The Contractor shall ensure all disposal items/trash are placed in appropriate trash receptacles to ensure trash removal each day.

8.3 Daily Cleaning of Kitchen and Dining Areas

The Contractor shall schedule routine daily cleaning to ensure that it is performed in an order that is most efficient and interferes the least with the Food Services. The Contractor shall submit a proposed cleaning schedule to the COR for review and approval, prior to implementation of the schedule.

As a matter of course, the Contractor shall maintain a clean work area free of any clutter, dirt, or material that would attract rodents and insects. Should any rodents or insects (cockroaches, etc.) appear this shall be reported to the manager of the Maintenance, operations and repair services for Camp Sullivan for handling.

Specific cleaning tasks include, but are not limited to, the following:

(a) Daily Cleaning

Sweep all floor areas including damp mopping. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy or snowy. When completed, the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

Dust and clean all furniture. All furniture shall be free of dust, dirt, and sticky surfaces and areas.

Check those areas used by personnel visiting the dining hall several times daily to ensure that the facilities are always clean and neat.

Empty all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.

Remove trash and keep trash area in reasonably clean condition.

(b) Periodic Cleaning

Spot clean baseboards and walls.

Spot wax and polish floors as needed.

Dust windowsills and blinds.

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(c) Quarterly Cleaning

Clean major appliances inside and out including vacuuming dust from around motor areas.

Clean and sanitize the trash holding area.

Dust and wipe light fixtures. When completed, the light fixtures shall be free from bugs, dirt, grime, dust, and marks.

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ATTACHMENT 1

FOOD SERVICE STANDARD OPERATING PROCEDURES

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PURPOSE

Establish procedures for the Food Service Operation at Camp Sullivan, Kabul, Afghanistan.

2. Scope The Contractor shall provide quality assurance and quality control of Food Service Operations. The COR shall provide oversight to include quality assurance and quality control of Food Services Operations.

3. Responsibilities Ensure quality assurance and control for the operation and coordination of Food Services.

4. Menu Planning Preparation of menus shall be provided on a weekly basis. Prior to serving the evening meal, the Contractor shall post daily menus for the next day in a conspicuous location at the entrance(s) to the dining facility. A daily cook's worksheet shall be prepared to provide the following minimum information and instructions:

- a. Menu of items to be prepared on a specific day.
- b. Recipe card number for preparation of each item, i.e., calories, sugar, Carbohydrates, etc.
- c. Disposition of leftovers and discards within 24 hours.
- d. Name and signature of food service manager/supervisor per meal.
- e. Special cooking instructions.
- f. Number of Meals served.

5. Food Preparation T-Rations and Meals-Ready-to-Eat can be provided as a back-up in case there is an emergency. All food preparation activity shall be recorded on a cook's worksheet. To enhance the menu, leftover foods that have been properly protected and stored may be re-offered once for service if properly reheated or chilled, as applicable. For proper cooking temperature during each cooking period, thermostat temperatures on equipment shall be set as prescribed in the recipe for the item being cooked. Pocket thermometers shall be used in all cooking, roasting and baking processes to periodically check product temperature during cooking.

6. Sanitation All equipment, appliances, attachments and preparation areas shall be cleaned and sanitized before and after each use. In addition, cleaning supplies are to be stored away from food preparation areas. Fruits, vegetables and eggs shall be cleaned before being processed. All food shall be properly stored to ensure there is no cross contamination. Moreover, thawed meats/poultry shall be cooked immediately after thawing.

7. Food Handling, Storage and Re-Use All food, including ice, shall be protected against contamination from dust, insects, rodents, un-sanitized utensils/work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage and other sources of contamination. All food shall be marked with date of receipt to ensure proper rotation using the "first-in, first-out" principal (FIFO). This applies while food is being stored, prepared, displayed, transported or served. Potentially Hazardous Food (PHF) shall be protected against conditions conducive to the growth of micro-organisms. Food (raw or prepared) when removed from its original container or package and not immediately prepared or served, shall be placed and stored in a clean, covered and labeled (item name, time, date) container. Container and cover must be impervious to moisture and odors. Containers of food shall be stored a minimum of six inches above the floor on clean racks or shelves. Food and containers of food shall not be stored under refrigerator cooling elements; or exposed to unprotected sewer lines/water lines; except for automatic fire protection sprinkler-heads. Non-foods, such as cleaning supplies, insecticides and like items, shall not be stored in food preparation or food storage areas. All food, that is not subject to further washing or cooking before serving, shall be prepared and stored in a way that protects it against cross contamination. Frozen food shall be held at a temperature of 0 degrees F

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(-18 degrees C) or below during storage. Frozen food may be stored at a maximum temperature of 10 degrees F (-12 degrees C) for no longer than seven days prior to preparation.

Refrigerated/Hot Storage of PHFs shall be maintained at 40 degrees F (5 degrees C) or below, or 140 degrees F (60 degrees C) or above (except during preparation). Temperature charts shall be utilized on all reefers. The charts must be maintained and kept up-to-date with proper temperatures. In the event the reefers are not holding proper temperature, appropriate action should be provided to ensure compliance and recorded in the maintenance log. PHFs, which have reached unsafe temperatures, shall be discarded as waste. In the event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food, supervisors shall immediately contact the COR for instructions. Thawing/tempering of PHF shall be done in refrigeration that is operated at an air temperature of 40 degrees F (5 degrees C) or below; or as a part of the conventional cooking process; or under potable running water at a water temperature of 70 degrees F or below. Water velocity shall be sufficient to agitate and float off loose food particles into the overflow. When poultry or other meat is tempered in this manner, all surfaces of sink, equipment, and utensils shall be sanitized immediately afterward, to minimize cross-contamination. Place frozen foods in a sanitized pot or other container and let the water overflow into the sink.

8. Food Preparation and Surfaces Food shall be prepared on surfaces that have been cleaned, rinsed and sanitized. Fixed surfaces shall be sanitized using a clean cloth that has been rinsed in a sanitizing solution. Ice used for cooling stored food and food containers shall not be used for human consumption. Ice intended for human consumption shall be potable and shall be covered or otherwise effectively protected from contamination. Personnel dispensing ice from machines must wear sanitary gloves.

Poultry, poultry stuffing, stuffed meat, and stuffing containing meat shall be cooked throughout to a minimum internal temperature of at least 165 degrees F (74 degrees C) for 15 seconds with no interruption of cooking process. Poultry shall not be stuffed. Stuffing should be cooked separately. All precooked, potentially hazardous, refrigerated, or frozen food shall be heated rapidly to a temperature above 165 degrees F (74 degrees C) for 15 seconds. All prepared food shall not be held for more than 4 hours.

When using eggs and egg products:

- Shell eggs shall be refrigerated as soon as they are delivered and remain refrigerated until used.
- All shell eggs shall be thoroughly cooked to a minimum of 145 F (63 degrees C) for 15 seconds before serving.
- The serving of food containing raw eggs (homemade ice cream and hollandaise sauce) is prohibited.
- Scrambled eggs shall be cooked in small batches no larger than 3 quarts until there is no visible liquid egg.
- Pasteurized liquid, frozen, or dry eggs and raw egg product can be substituted with shell eggs in the preparation when substituting; only one egg at a time can be added to the product being prepared. Bulk scrambled eggs, eggs for French toast and other dishes where fresh shell eggs are broken and combined, but not cooked shall not be held longer than 2 hours prior to serving.

9. Food Service and Storage Cold food shall be chilled to a temperature of 40 degrees F (5 degrees C) before being placed on the serving line. Chilled milk and milk products for drinking purposes shall be provided to the patron in unopened containers or approved dispensers. Ultra High Temperatures (UHT) milk shall be maintained at a temperature between 32 degrees F (0 degrees C) and 45 degrees F (7 degrees C), when possible. Once UHT milk has been refrigerated

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it must remain under refrigeration. Suitable dispensing utensils shall be used by employees or provided to patrons who serve themselves. Ice for self serve patrons shall be served with tongs or slotted spoons. The dispensing utensils shall be kept either on a clean dry surface or in an approved sanitizing solution between uses. Ice dispensing utensils shall be left inside ice machine in appropriate holder. Packaged food that has passed the expiration date on the package shall be discarded properly. Roasts and turkeys, which have been prepared in excess of meal requirement, and not placed on the serving line, shall be refrigerated immediately. Such roasts and turkeys are considered leftovers and must be used within 24 hours. Condiments such as salt, pepper, sugar, etc. should be available during all meal periods. They shall be in proper serving containers covered labeled as such. Single use packets are the preferred method.

10. Cleaning and Sanitation: Kitchen Equipment and Utensils Sanitation solution is defined as a chlorine based solution, that is a minimum of 100 parts per million (PPM). These cloths shall be rinsed frequently in a sanitizing solution mixed according to the manufacturers' recommendations using test strips to assure a safe and effective solution of 100 PPM. The cloths shall be stored in a sanitizing solution between uses. Where equipment and utensils are used for the preparation of PHFs on a continuous or production line basis, food preparation surfaces and utensils shall be washed, rinsed, and sanitized at the start of the operation and every 3 hours during use and at the end of the operation. No utensils shall be stored in bins containing food product. Equipment and food preparation surfaces shall be washed, rinsed, and sanitized after each food preparation task has been completed. The food contact surfaces of grills, griddles and similar cooking devices such as the cavities and door seals of microwave ovens shall be cleaned as required. This requirement does not apply to equipment protected from contamination and not used or otherwise soiled. The food contact surfaces of all cooking equipment to include cutting boards shall be kept free from stains, encrusted grease, food debris and other foreign matter. Deep fat fryers shall be drained and cleaned at the end of each day the fryer is used. Reusable grease or oil shall be strained, placed in an airtight container, and refrigerated; unusable grease or oil shall be stored in covered containers and retained for pickup and disposal by an authorized agent. Exhaust hood filters shall be cleaned as required. Nonfood contact surfaces of equipment shall be cleaned as often as necessary to keep the equipment free of accumulation of dust, dirt, food, particles and other debris. The walk-in reefers and freezer floors shall be kept clean, free of debris and ice. All food storage areas must always be kept clean, neat and organized. Single use paper towels or disposable cloths are preferred to re-usable wiping cloths. If re-usable wiping cloths are used, the following procedures are required: moist clean cloths shall be used for wiping food spills on the kitchenware and food contact surfaces.

11. Manual and Mechanical (Auto) Cleaning, Sanitizing, and Storage For manual washing, rinsing, and sanitizing of utensils and equipment, a sink shall be used. In new construction or renovation, each compartment of the sink shall be individually supplied with adequate hot and cold potable running water. Fixed equipment and equipment too large to be cleaned in the sink compartments shall be washed with hot detergent solution, rinsed and sanitized. Racks or easily movable dish tables of adequate size shall be provided for proper handling of soiled utensils prior to washing. The storing of utensils following sanitizing, should be done in such a manner not to interfere with the proper use of the dishwashing facilities. Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing, and sanitizing shall be conducted in the following sequence:

- a. Sinks shall be cleaned prior to use.
- b. Equipment and utensils shall be pre-flushed or pre-scrubbed and, when necessary, presoaked to remove large food particles. The pre-flush water temperature should not exceed 80 degrees F (27 degrees C).

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- c. Equipment and utensils shall be thoroughly washed in the first compartment with detergent solution that is kept clean and has a water temperature between 110-120 degrees F (43-49 degrees C)
- d. Equipment and utensils shall be rinsed free of detergent and abrasives with hot 120-140 degrees F (49-60 degrees C) clean water in the second compartment.
- e. The food contact surfaces of all equipment and utensils shall be sanitized by immersion for at least 15 seconds in a cleaning solution containing approximately 100 PPM of available chlorine based sanitizer, in water temperatures of at least 75 degrees F (24 degrees C), but not greater than 120 Degrees F (49 degrees C). When chlorine bleach is used to sanitize equipment and utensils, the concentration of available chlorine shall be checked frequently with a test paper to ensure proper PPM is met.
- f. Dishwashing machines shall be operated per manufactures instructions including: incoming water temperature, chemical detergents, and volume, pressure and booster heaters if required. Utensils, trays and equipment placed in the machine shall be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agent dispensers and liquid sanitizing injectors shall be properly installed and maintained. The numerically scaled thermometers as provided with the machine indicate the temperature of the water in each tank. Cups, glasses, bowls, trays, plates and similar items shall be handled without skin contact with inside surfaces that contact the user's mouth.
- g. Cleaned and sanitized utensils and equipment shall be stored at least 6" (15 cm) above the floor in a clean, dry location in a way that protects them from splashes, dust, and other possible sources of contamination. All utensils and equipment shall require another sanitation cleaning before use. The food contact surfaces of fixed equipment shall also be protected from contamination. Equipment and utensils shall not be placed under exposed sewer lines or water lines, except for automatic fire protection sprinkler heads. Utensils shall be air dried while being stored or shall be stored in a self-draining position. Stored utensils, plates, trays, bowls and cups, shall be covered or inverted to protect them from recontamination. Facilities for the proper storage of knives, forks, and spoons shall be done in the manner that allows handle side to the user.

12. Single-Service Articles The following methods should be used for single-service articles:

- a. Single-service articles shall be stored at least 6" (15cm) above the floor in closed cartons or containers that protect them from contamination.
- b. Single-service articles shall be handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food.
- c. Single-service knives, forks, and spoons packaged in bulk shall be inserted into holders or wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils. Unless single-service knives, forks, and spoons are prepared or prepackaged, holders shall be provided to protect these items from contamination. They must be presented to the customer handle first.
- d. Single-service articles shall not be reused.

The storage of food service equipment or single service articles in toilet rooms, vestibules, or utility rooms is prohibited.

13. Food Serving Line Cleaning and Sanitizing Serving and steam line equipment, utensils, and all other equipment in the serving or dining area in which food is prepared, held or dispensed, shall be cleaned during and after each meal with a sanitizing detergent solution.

14. Dining Area Equipment Cleaning Dining table tops and sides shall be cleaned after each meal or as spillage occurs. The base and legs shall be cleaned weekly. Dining room chairs shall be wiped to remove all foreign objects, smudges, food particles and liquids from the seat and

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back after each meal. The entire chair shall be cleaned as required. The floors shall be cleaned as spills occur and between meals. The walls, windows, window ledges, and doors throughout the food facility shall be cleaned daily.

15. Garbage and Trash Containers shall be kept covered except for those being actively used in food preparation areas. When full, the containers shall be removed to the proper storage area for pickup. The area around the trash dumpsters should be kept clean at all times. Immediately after garbage and trash is emptied, the soiled containers and covers shall be thoroughly cleaned. The container washing area shall also be cleaned following each use. Plastic can liners are to be used in all containers. Covers must be cleaned whenever soiled. Outside storage of unprotected plastic or paper bags containing garbage or refuse is prohibited. The perimeter of the food facility should also be clean and maintained free of debris.

16. Linen and Uniform Storage Clean linens and other articles shall be stored in a clean place. If not protected from contamination by the physical confines of the storage facility, plastic or other appropriate coverings shall be used. Soiled articles shall be stored in non-absorbent containers or washable laundry bags. Employees shall store personal items in lockers. Lockers shall be maintained and the responsibility of the user.

17. Restrooms Food handling personnel shall not clean restrooms. The restroom must remain unlocked at all times. If the restroom is part of the food service facility, the cleaning of urinals, commodes, wash basins, slop sinks, and partitions shall be accomplished using cloths, sponges, and disinfectant solutions used for no other purpose. Cleaning shall remove all deposits and foreign matter under fixture edges, lips, and on all exposed surfaces. Mops, brooms, and brushes used in cleaning of restrooms shall not be used for cleaning in any other areas and shall be labeled as such. All mops, brooms, and other janitorial items shall be stored in the janitorial room when not in use. If the restroom is part of the food service facility, all paper towels, toilet paper, and hand soap dispensers shall be adequately supplied at all times. All dispensers shall be damp wiped and cleaned prior to refilling. Field hand wash stations shall be supplied with soap/sanitizer and paper towels at all times or hand-sanitizers. The Contractor shall conduct operations in a sanitary manner to prevent attractions of insects and rodents. All floor drains throughout the food facility shall be kept properly covered at all times.

18. Care and Custody of Government Property/Facilities Each food facility Supervisor or designated lead of shall implement key control and security procedures to secure operated facilities, and take all appropriate measures to prevent the loss of property, to include food inventory and equipment.

19. Administrative Requirements All reports and documents shall be prepared as required. The Contractor shall check any required forms for completeness. Forms shall be safeguarded for historical and audit purposes. Food Service Manager shall originate necessary correspondence and promptly reply to all correspondence and complaints relating to the food service functions. Management shall employ properly trained and skilled professionals.

20. Hygiene, Cleanliness and Food Safety All employees shall wear clean uniforms. The staff shall be attired in proper uniform and use proper sanitary procedures while serving patrons. Personnel serving food shall be courteous and present a helpful attitude toward patrons. Employees shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods in the food service facility. All food service personnel shall wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a restroom. Additionally, hands shall be washed after smoking, taking a break, before putting on disposable gloves, before handling clean utensils/equipment,

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before starting food preparations, between handling raw and cooked or other ready to eat foods and after handling raw meat, poultry or garbage. Supervisors shall post signs providing instructions for hand washing in conspicuous places. These signs shall provide instructions for language to ensure all food-service personnel understand. Wearing of jewelry with the exception of plain wedding bands and one post earring in each ear is acceptable. However, all food service personnel handling food shall not wear jewelry such as bracelets or similar in items while preparing or handling food. All food service personnel shall have fingernails that are clean and cut short. Fingernails shall be no longer than the fleshy tip of the finger. Wearing fingernail polish, artificial nails, or other fingernail decorations is prohibited.

All food service personnel shall be clean-shaven, except for those neatly trimmed mustaches, which are permissible. All food service personnel shall wear effective hair restraints, caps, hats or hairnets. Personnel with hair that cannot be adequately restrained shall not be permitted to work. All food service personnel shall be trained in the principals and practices of food borne illness prevention and first aid for choking. Educational programs, signs, and other instructional or directive material shall be developed in the native language of the food service personnel.

The management shall maintain a register for all safety and maintenance. The employees shall have access to protective equipment and shall use it when working with chemicals or other toxic materials. All chemicals shall be stored in designated cabinets. The transfer of chemicals from original packaging shall require clear and concise labeling. Furthermore, a Material Safety Data Sheets (MSDS) binder shall be kept current, available for chemicals and other toxic materials stored and used within the facility. All equipment, appliances and attachments shall be operated and maintained according to the manufactures recommendation and specification.

21. Food Safety Fire Prevention Program All fire extinguishers of proper type and size shall be mounted, easily accessible and the location marked. However, fire extinguishers shall not be located near ranges or ovens. In addition, all fire extinguishers shall be checked monthly, documented and reported with proper tags indicating their serviceability. Automatic fire suppression systems shall be serviced every six (6) months, unless previously used which shall then need immediate servicing. The aforementioned instructions apply to all other fire prevention systems.

22. Health Supervisor or designated lead shall inspect food service personnel at the start of each day for any infected wounds, open sores or acute respiratory infection. Personnel with evidence of any health problem shall not be permitted to work in any capacity where there is likelihood of food-contact surface contamination with pathogenic organism or transmitting disease agents to others.